

TRANSMITTAL SLIP	
TO: <i>OLL Registry</i>	
ROOM NO.	BUILDING
REMARKS: <i>EDITH</i> <i>Per your recent note,</i> <i>I believe you (OLL Regs)</i> <i>have the files</i> <i>response</i> <i>Copy on</i> <i>this = OLL 85-1420/1</i>	
STAT	
FROM:	
ROOM NO.	BUILDING
FORM NO. 1 FEB 56 241 REPLACES FORM 36-4 WHICH MAY BE USED. (47)	

ACTION

OLL 85-1420

**Office of Legislative Liaison**  
Routing Slip

TO:	ACTION	INFO
1. D/OLL		X
2. DD/OLL		X
3. Admin Officer		
4. Liaison		
5. Legislation	X	
6. [Redacted]		X
7. [Redacted]		X
8. [Redacted]		X
9. [Redacted]		
10. [Redacted]		
SUSPENSE		21 May 85 Date

Action Officer: [Redacted]

Remarks: (PAO FRUDED TO [Redacted])  
*Action completed + DOLL DID CONCUR - JUNE 1985*

[Redacted] 14 May 85  
Name/Date

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	OLL
REMARKS:		7B24 HQS
FROM:		
ROOM NO.	BUILDING	RPD/OIS/DDA
1105 Ames Bldg.		EXTENSION
FORM NO. 241 1 FEB 58		
REPLACES FORM 36-5 WHICH MAY BE USED.		

File: Reg

13 May 1985

MEMORANDUM FOR: Executive Director  
 Deputy Director for Intelligence  
 Deputy Director for Operations  
 Deputy Director for Science and Technology  
 General Counsel  
 Inspector General  
 Comptroller

LEGISLATIVE LIAISON

85-1420

FROM:

[redacted]  
 Chief, Regulatory Policy Division

SUBJECT:

Proposed Revision of [redacted] Handbook of  
 Required Regulatory Readings (Job #937)

FOR YOUR CONCURRENCE OR COMMENTS:

1. This proposed revision of [redacted] was initiated by the Regulatory Policy Division to provide all personnel with an up-to-date statement of basic Agency policy governing their employment and conduct. This handbook is a digest of all pertinent regulatory issuances that employees must read periodically. Included for the first time is a Preface which provides an abstract of those portions of Executive Order 12333 which are applicable to the Agency. The chapters on security, safety and health, personnel, and logistics have been substantially revised and new paragraphs concerning computer security, smoking, leave, termination of employment, parking, mail, and medical assistance have been added. In addition, the requirement for employees to read the handbook has been changed from once to twice a year to ensure greater familiarity with Agency policy.

2. You will note that the appendices containing the Executive orders are not included. They will be incorporated at the time of publication.

3. Please forward your concurrence and/or comments to the undersigned by 4 June 1985. Concurrence sheets are attached for your convenience.

Attachments:

- A. Concurrence Sheet  
 B. Proposed Revision of [redacted]

cc: AO/DCI OS  
 SSA/DDA OTE  
 D/OIS OMS  
 OP OIT  
 OF OLL  
 OL PAO  
 OC